

**MINUTES OF THE  
PROFICIENCY TESTING COMMITTEE MEETING  
NOVEMBER 20, 2001**

The Proficiency Testing Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, November 20, 2001, at 1:00 p.m., Eastern Standard Time (EST). The meeting was led by Chairperson Ms. Barbara Burmeister of the Wisconsin State Laboratory of Hygiene. A list of action items is given in Attachment A and the list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance identified in the committee's previously distributed meeting agenda.*

**INTRODUCTION**

Ms. Burmeister took attendance roll call. Ms. Vanaja Sivakumar attended on behalf of Ralph Obenauf in his absence. Ms. Burmeister called the Proficiency Testing (PT) committee teleconference to order.

**AGENDA ITEMS**

***Minutes and Action Items***

The minutes of November 6, 2001 were reviewed, approved, and accepted as written. The action items were updated as follows:

- (1) Uniform electronic report format is ongoing.
- (2) Ms. Burmeister emailed the Analyte and Method code SOP to Anteon for inclusion in the NELAC 7i participant packet.
- (3) Ms. Burmeister emailed Ms. Reenie Parris for her help in encouraging PT providers to use the new method codes.
- (4) Ms. Haynes polled the NELAP Accrediting Authorities regarding analyte groups. See discussion below.
- (5) Ms. Burmeister emailed a reminder to PT providers asking for data regarding analytes with problematic acceptance criteria.
- (6) Ms. Burmeister contacted Dr. Jackson regarding continuing membership on the committee but has been unable to contact Ms. Nettrour. She will continue to try.

***PT Reporting Limits***

Ms. Marykay Steinman reported that based on discussions with other team members, it was determined that there are several issues that will not be resolved prior to the NELAC-7i Conference. It was recommended and agreed that this committee give a general overview of the pros and cons of reporting limits, why this was initially proposed and the problems that may arise. Ms. Burmeister indicated that there will be time at the conference during the PT session to update the session participants and to ask for feedback. Ms. Steinman and Mr. Thomas McAninch will give a joint presentation to the conference.

***Analyte Groups***

Ms. RaeAnn Haynes reported that she distributed her draft presentation for the NELAC-7i Conference. The committee discussed comments related to the advantages and disadvantages of Analyte Group testing and the previous 80% - 20% pass/fail rule. Ms. Haynes also reported that the NELAP AA Group was not in favor of analyte groups because they have to track PT performance by analyte and analyte groups would be an additional level of complexity with no advantage. She outlined how this topic will be presented for discussion at the conference. She will continue to work with Dr. Mudambi and they will give a joint presentation..

### ***Analyte and Method Code SOP***

Ms. Burmeister finalized the Analyte and Method Code Standard Operating Procedure (SOP) and forwarded a copy to Anteon. It will be copied for distribution and included in the NELAC-7i Conference registration packet. Dr. Mike Miller will present this topic at the NELAC-7i Conference and ask for input.

### ***Analytes with Problematic Acceptance Criteria***

The committee received responses from four PT providers, three accrediting authorities and eight laboratories regarding analytes with problematic acceptance criteria. Ms. Burmeister will give a short presentation to the conference that will include a summary of the data received so far. Mr. Tom Coyner made a request to meet with the PT Committee to outline the procedure he will use to formulate all of the raw data that will eventually be received from PT providers. Mr. Coyner would like to receive pre-1999 and post-1999 data to provide a baseline and a data comparison to show where it will be necessary to revise both the Criteria document and the NELAC FOT tables. Ms. Burmeister finally obtained an electronic version of the Criteria Document. Several committee members would like it. Ms. Burmeister will email the document to the committee. Dr. Larry Jackson will prepare a short presentation on soil data and the need for acceptance criteria which includes preparation method. He will email his draft presentation to the committee before NELAC 7i.

### ***Status of EPA Database/Criteria Document Revision Update***

The NELAC BoD has not received a response from the letter sent to Mr. Henry Longest and Mr. James Hanlon as of yet. Ms. Burmeister will update the conference with whatever information we have at that time.

### **ADJOURNMENT**

There being no further business, Ms. Burmeister adjourned the meeting.

### **NEXT MEETING**

There are no further teleconferences scheduled for the year 2001. The 2002 teleconference schedule is being prepared and will be distributed to the committee members upon completion.

**ACTION ITEMS  
PROFICIENCY TESTING COMMITTEE MEETING  
NOVEMBER 20, 2001**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Uniform electronic reporting format	Ongoing
2	Ms. Haynes will complete her presentation of analyte groups for NELAC-7i.	12/05/01
3	Ms. Burmeister will email the Criteria document to committee members.	11/23/01
4	Dr. Jackson will email his draft presentation on soil matrix acceptance criteria to the committee before NELAC 7i.	11/27/01
5	Ms. Burmeister will contact Ms. Silky Labie regarding a response from the Longest/Hanlon letter.	12/01/01

**PARTICIPANTS  
PROFICIENCY TESTING COMMITTEE MEETING  
NOVEMBER 20, 2001**

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